

CHILDRENS SYSTEM OF CARE (CSOC)

**AN INTERAGENCY
ENROLLEE-BASED PROGRAM (IEBP)
FOR
CHILDREN AND YOUTH
with
Serious Emotional Disturbances**

**WORK PLAN & BUDGET DOCUMENTS
for
FISCAL YEAR 2003-2004**

**SCOPE OF WORK PLAN
BUDGET NARRATIVE & INSTRUCTIONS
BUDGET PAGE
CSOC -IEBP ENROLLEE CRITERIA**

**CALIFORNIA DEPARTMENT
OF
MENTAL HEALTH**

SEPTEMBER 2003

California Department of Mental Health
Coversheet

CHILDREN'S SYSTEM OF CARE
INTERAGENCY ENROLLEE BASED PROGRAM (CSOC-IEBP)
Fiscal Year 2003-2004

The County of _____ agrees to the minimum standards for
"CSOC: An Interagency Enrollee-Based Program for Children and Youth"
implementation contained within this package.

By (authorized signature):

Date Signed:

Printed Name:

Title:

County Agency:

Address:

County Contact Person (printed name):

Phone Number:

E-Mail Address:

**Annual Scope of Work Plan
CHILDREN'S SYSTEM OF CARE
An Interagency Enrollee-Based Program (CSOC-IEBP)**

FISCAL YEAR 2003/04

General Instructions:

Background

- Senate Bill 1452 (Chapter 520, Statutes of 2000), the Children's Mental Health Services Act (Welfare and Institutions (W&I) Code, § 5850 – 5883) required that all participating counties in the CSOC-IEBP Initiative submit an annual Scope of Work Plan and supporting budget as part of the annual performance contract.
- W&I Code § 5600.8, amended in Chapter 1161, (Statutes of 2002, AB 442) sustained the California State Department of Mental Health's authority to re-distribute CSOC-IEBP funds when a participating county fails to comply with program and audit requirements.

The California State Department of Mental Health (DMH) has developed a simplified annual Scope of Work Plan format that is similar to the format used during FY 02-03. Counties may choose to update their FY 02-03 submission, noting specifically how the FY 03-04 submission differs.

This format displays the four broad goals that encompass the major CSOC-IEBP Initiative components, representing the required areas that each county must address. Each county is asked to briefly describe activities, including both infrastructure components specific to the CSOC-IEBP and client services/programs that address the objectives and the processes that will assure completion of each item. To simplify the tasks of developing the Scope of Work Plan, DMH is requesting a brief (between 5-10 pages) work plan narrative containing sufficient detail to indicate compliance with the required components.

Please use the attached formats. Specific questions regarding the completion and submission of the Scope of Work Plan may be directed to:
James Queirolo at jqueirol@dmhhq.state.ca.us, (916) 653-7988 or
Luis Zanartu at LZanartu@dmhhq.state.ca.us, (916) 654-1889.

The W&I C is available online for your reference at www.leginfo.ca.gov/calaw.html.

Special Instructions – Accountability /Evaluation:

Future notification from DMH will detail the specifics of the CSOC-IEBP evaluation requirements.

Cultural Competency: DMH requires that cultural competency issues be addressed within the context of the four major CSOC-IEBP goals, and not as a separate item. Addressing cultural competency as an **integrated component** within the CSOC-IEBP Initiative will help to reinforce the preferred manner of developing system and service responsiveness to the needs of our diverse populations. In reviewing county Scope of Work Plans, DMH will expect to find content specific to ethnic and cultural service populations represented in the county's demographics reflected in the activities. Outreach to appropriate non-English speaking populations is one of the activities that DMH will expect to find reflected in these activities. Counties may utilize the outreach/education materials developed by the California Institute of Mental Health (CIMH), and use them within this initiative and budget funds accordingly for purchasing them.

Please note that each participating county is required to submit an annual summary report (see Pages 11-12 of this enclosure) of the activities and results of the local CSOC-IEBP programs, as outlined in this annual scope of work plan. **This report will be due to DMH by December 15, 2004.**

Send County CSOC-IEBP work plans, budget and narratives **(3 copies)** to:

James Queirolo, Associate Mental Health Specialist
Children and Family Services Policy Unit
Systems of Care

California Department of Mental Health
1600 9th Street, Room 100
Sacramento, CA 95814

Scope of Work Plan Template

GOAL 1 - INTERAGENCY COLLABORATION: Ensure the operation of an interagency policy and planning committee, interagency case management council and the provision of coordinated individualized interagency services and supports to enrollees.

Objectives and Activities

- 1.1 Describe how the county will maintain and update written interagency protocols and agreements with other programs in the county that serve children and youth for the purpose of accessing services and supports as delineated in W&I Code, § 5863 (d) and § 5866 (e). Include a description of stakeholder involvement and provide examples of the types of written agreements that will be used (i.e., MOUs, SOUs, IAs, etc.).
- 1.2 Describe how the county will maintain a county interagency policy and planning committee with the required composition as designated under W&I Code, § 5866. Note the scheduled frequency of meetings and the represented agencies in this committee description.
- 1.3 Describe how the county will maintain an operating countywide interagency case management council as designated under W&I Code, § 5866 (d). Note the frequency of council meetings and the represented groups in this description. The county will report the number of meetings in the year-end report.
- 1.4 Describe actions/discussions of interagency setting of priorities, specifically mentioning steps being taken to address the county's responses to the measures included in the U.S. DHHS' federal review of state child welfare programs, Child and Family Service Review and the California Department of Social Services Program Improvement Plan. Please see W&I Code, Sections 5866, 5867.5.

GOAL 2 - DEFINED SERVICE POPULATIONS: Ensure that the service populations being identified and served with the CSOC-IEBP allocation are consistent with existing statutes including W&I Codes § 5600.3, 5851 (a)(c)(1), 5856, 5863 (a)(d), 5865 (b), 5865.1, 5865.3, 5867.5, 5880 (b)(2), and 5881(b)(1).

Objectives and Activities

- 2.1 Describe the county's processes for screening, interagency referral methodology, and quality assurance processes (county processes for ensuring appropriate service populations being served) for the CSOC-IEBP. Please see the "CSOC Interagency Enrollee-Based Program for SED Children and Youth" enrollment criteria (Page 9).
- 2.2 Describe the enrollees by including specific information on the categories selected such as minors within the juvenile justice system and/or any subsets of categories. If the county chooses to focus on serving the needs of a particular subset of eligible children and youth, please note the subset the county will focus on. Briefly describe the local decision making processes that lead to this choice.

GOAL 3 - FAMILY INVOLVEMENT: Ensure the meaningful participation of parents and family members within all aspects of service planning, evaluation and policy development.

Objectives and Activities

- 3.1 Describe how the county will ensure that parents are involved in all aspects of service delivery for their children.
- 3.2 Describe how the county will ensure that parents participate in an informed way in the development of policies that affect the CSOC-IEBP service delivery system. Include examples of how parents are included in the decision making process, such as participating on a policy council.

GOAL 4 - OUTCOMES: Ensure that interagency enrolled client data is collected and analyzed in a timely fashion.

Objectives and Activities

Note: DMH is currently considering evaluation models that may be used for this current year. As the methodology for collecting and analyzing county specific enrollee and cost data is developed DMH will be working with participating counties to implement necessary local activities. At this time, prior to the release of these specifications of participation in the CSOC-IEBP evaluation activities, the county shall:

- 4.1 Describe and define the county specific CSOC-IEBP **client** and **system** proposed outcomes for FY 03/04 for selected populations. The county is required to report specific service and demographic information for all enrolled clients.
- 4.2 Report on the number of proposed enrollees for FY 02/03, the actual number of enrollees served in FY 02/03.
- 4.3 Provide a specific number of clients projected to be served in fiscal year 2003/04 within the CSOC-IEBP. Provide an estimated cost per enrollee of specialty mental health services and what proportion will be directly funded with CSOC funds. If these average total costs per enrollee exceed \$15,000 please describe the components of a typical mental health service package to assist DMH in determining reasonability number of enrollees.

_____ Projected # of enrollees served.

**CHILDREN'S SYSTEM OF CARE
INTERAGENCY ENROLLEE BASED PROGRAM (CSOC-IEBP)
For SED CHILDREN AND YOUTH**

**State General Fund and SAMHSA Funding
FISCAL YEAR 2003/04**

BUDGET NARRATIVE INSTRUCTIONS

Under current statute, Section 5855.5 (b) of the Welfare and Institutions (W&I) Code, counties must submit a Scope of Work Plan and corresponding budget and budget narrative for each fiscal year (FY) that funding is received for county participation in the CSOC-IEBP Initiative. The FY 2003/04 Scope of Work Plan format requires that a county outline the major strategies for achieving the overall CSOC-IEBP infrastructure requirements and the provision of services to enrolled clients. As appropriate, the budget and budget narrative should support the Scope of Work Plan.

Basic Form

The budget and budget narrative should reflect the county's base CSOC-IEBP allocation and any FY 02/03 rollover CSOC-IEBP funds. CSOC-IEBP initiative funds from the county's State General Fund (SGF) allocation and/or the Substance Abuse and Mental Health Services Administration (SAMHSA) allocation should be included. The county may use the FY 02-03 budget as a model and modify it to indicate the necessary changes for FY 03-04. Though previous annual county CSOC budgets and narratives submissions to DMH have included details of the over-all multi-agency budgets and funding sources used to support the CSOC initiative (e.g. Title V-E, STOP funds, SB-163), at this time DMH is only requesting the specifics of county CSOC and SAMHSA allocations (as applicable).

Please use the attached formats. Specific questions regarding the completion and submission of the Scope of Work Plan, budget or budget narrative may be directed James Queirolo at jqueirol@dmhhq.state.ca.us, (916) 653-7988 or Luis Zanartu at LZanartu@dmhhq.state.ca.us, (916) 654-1889.

OVERVIEW of Programs:

Provide two or three paragraphs that briefly describe how the CSOC-IEBP allocation is specifically utilized to provide the necessary services and supports to the initiative's service population(s). As appropriate, the county may modify the FY 02-03 budget narrative, indicating if there are changes. Please identify the related system goals in the description of the individual budget categories and how it supports the implementation of the County's FY 03/04 Scope of Work Plan.

Examples: The CSOC-IEBP funds are used primarily to staff an interagency case management team consisting of four partnering agencies, the employment of two parent liaisons, one part time evaluator, and to provide for individualized client and family supports not available through existing funding arrangements. Enrollees for FY 03/04 include wards housed at the county's juvenile probation camp, providing necessary mental health treatment services and developing comprehensive service plans for youth, implemented upon discharge.

PERSONNEL:

Please provide a brief narrative describing the various positions (by classification) utilized to complete the Scope of Work Plan's Goals and Objectives.

Example: Three Mental Health Therapists, two Social Workers, three Probation Intervention Counselors, two FTE Parent Partners, etc.

The primary functions of these identified staff are to provide needs driven, strength based, family centered, and culturally appropriate services to children and youth. – Goals 1 and 3.

Example: One Manager, one Coordinator, two Office Assistants, etc.

Manager is responsible for compiling and disseminating related policies and procedures for the interagency enrollee-based system for SED children and youth. Provides supervision to all system staff and ensures the continued collaboration among agencies so that goal directed services are provided to enrollees' and their families. Participates in weekly policy and planning meetings. – Goals 1, 2, 3 and 4.

CONSULTANT COSTS:

Please provide a brief narrative describing the function of the consultant(s), and other expenses within the contract amount. All external contracts should be listed here.

Example: County has contracted with (local agency) to provide supplemental residential mental health services. Goal 2.

Cultural Competency Training, (describe) Goals 1, 2, 3, and 4.

Because the specifics of the data and evaluation components have not yet been delineated, the county may not have yet determined the needs for any external

contractors for this function. In such cases, the county may indicate the amount dedicated to the evaluation.

EQUIPMENT:

Please provide a brief narrative describing the purchase of equipment needed to support staff in the completion of the Scope of Work Plan's Goals and Objectives.

Example: Computers, vehicles, copiers, cell phones, pagers, etc.

Children and youth being served may reside in remote areas of the county. The purchase of a van provides transportation support to this population. The use of cell phones and pagers ensures the safety of staff when providing services in outlying areas. – Goals 1, 2, 3 and 4.

SUPPLIES:

Please provide a brief narrative describing office supplies, printing, etc. (Most often this category is covered through county in-kind contribution).

Example: Material of printing brochures, mail-outs, etc. (describe). – Goals, 1, 2, 3 and 4.

TRAVEL:

Please provide a brief narrative describing travel costs to support program staff, consultants, etc. fulfill the Scope of Work Plan's Goals and Objectives.

Example: Travel expenses for Parent Partner, Program Staff to training site, conference, etc. – Goals 1, 2, 3 and 4.

OTHER:

Please provide a brief narrative describing special or one-time purchases not included in the other budget categories and needed to complete or fulfill the Scope of Work Plan's Goals and Objectives.

Example: Space Rental for Children's System of Care Interagency Enrollee-Based Program staff, Flexible funds for case management needs, flexible funds for support of parent partners, etc. – Goals 1, 2, 3 and 4.

COUNTY ADMINISTRATIVE COST: No Narrative Needed

2002/03 ROLLOVER FUNDS:

Please provide a brief narrative describing the use of unexpended funds from FY 02/03 in FY 03/04 and the circumstances that necessitated the rollover of funds.

CHILDREN'S SYSTEM OF CARE
An Interagency Enrollee-Based Program
for SED Children and Youth (CSOC-IEBP)

Enrollee Criteria

FY 2003/04

1. Children or youth served in the CSOC initiative are consistent with the service populations defined in the Welfare and Institutions Code (5600.3).

5600.3. (a) (2) For the purposes of this part, "seriously emotionally disturbed children or adolescents" means minors under the age of 18 years who have a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than a primary substance use disorder or developmental disorder, which results in behavior inappropriate to the child's age according to expected developmental norms. Members of this target population shall meet one or more of the following criteria:

(A) As a result of the mental disorder the child has substantial impairment in at least two of the following areas: self-care, school functioning, family relationships, or ability to function in the community; and either of the following occur:

- (i) The child is at risk of removal from home or has already been removed from the home.
- (ii) The mental disorder and impairments have been present for more than six months or are likely to continue for more than one year without treatment.

(B) The child displays one of the following: psychotic features, risk of suicide or risk of violence due to a mental disorder.

(C) The child meets special education eligibility requirements under Chapter 26.5 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code.

and

2. The child or youth served in CSOC has been referred and accepted for services by a designated interagency case management committee that **authorizes, coordinates and/or provides** interagency services.

and

3. The child or youth is:

- a) placed or at risk of placement out of home, or
- b) hospitalized or at risk of hospitalization, or
- c) incarcerated or at risk of incarceration, or
- d) not attending school or at risk of not attending school.

and

4. A child or youth who is the focus of the interventions is listed on the CSOC-IEBP client roster.

CHILDREN'S SYSTEM OF CARE
An Interagency Enrollee-Based Program (CSOC-IEBP) for SED Children and Youth
FISCAL YEAR 2003/2004

County:		Last Approved SFY 2002/03	SAMHSA		State General Fund (SGF) 2003/04	SGF 2002/03	SFY 2003/04
Contact/Phone:		SAMHSA & SGF Budget	2003/04 CSOC Funds	2002/03 Roll-Over Funds*	CSOC Funds	Roll-Over Funds*	Total Funding
<u>Personnel/Position Title</u>	FTE						\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total Personnel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Consultant Costs</u>							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total Consultant		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Equipment</u>							\$0.00
							\$0.00
							\$0.00
Total Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Supplies</u>							\$0.00
							\$0.00
							\$0.00
Total Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Travel</u>							\$0.00
							\$0.00
							\$0.00
Total Travel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Expenses</u>							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total Other Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>County Administrative Costs</u>							\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CSOC-IEBP BUDGET		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: *Please identify SFY 2002/03 roll-over
for both SAMHSA and General Fund

Date submitted: _____

**CSOC-IEBP
ANNUAL REPORT INSTRUCTIONS
for
FISCAL YEAR 2003/04**

Annual Report Format

Each participating county within the Children's System of Care (CSOC) initiative will be required to provide to the California Department of Mental Health (DMH) a brief summary report (8-12 pages) of accomplishments. As part of the CSOC initiative's over-all intent to focus upon client and system's-level outcomes, these instructions will provide counties with the specific and brief areas that will require documentation.

It is the understanding of DMH that most counties have "year end" data for client services, expenditures, revenues and program staff activities by the late fall. It is reasonable to expect that these various data sources can be compiled before the end of the calendar year. It is also the understanding of DMH, that for purposes of county planning, an annual report summarizing major accomplishments might offer the most value if released prior to the county budgetary processes. **The report is due to DMH by December 15, 2004.**

Send two copies of the report to:

James Queirolo, Associate Mental Health Specialist
Children and Family Services Policy Unit
Systems of Care
California Department of Mental Health
1600 9th Street, Room 100
Sacramento, CA 95814

The summary report format mirrors the four goals of the DMH requested in the "Annual Scope of Work Plan", and should include the following:

1. Table of Contents
2. Executive Summary/Accomplishments (1-2 pages)
3. Goals 1-4
4. Policy/Training Recommendations

Content for Goals 1-4

GOAL 1: COLLABORATE. Ensure the development and operation of an interagency policy and planning committee, interagency case management council and coordinated individualized interagency services and supports.

Report on the major activities for FY 03/04

1. List the partners participating in the CSOC and note which organizations have formal MOU's supportive of the CSOC programs.
2. Policy and Planning Committee— Note number of meetings in FY 03-04. Briefly list *Major Accomplishments and Major Challenges*.

3. Interagency Case Management Council -- Note number of meetings in FY 03-04. Briefly note *Major Accomplishments – Major Challenges*

GOAL 2: DEFINE SERVICE POPULATIONS. Ensure that the appropriate service populations are being served with the CSOC-IEBP allocation. W&I Codes §5851 (a)(c)(1), 5856, 5863 (a)(d), 5865 (b), 5865.1, 5865.3, 5867.5, 5880 (b)(2), and 5881(b)(1).

1. Briefly describe the service population(s) that the county served. Note if the service population differed from what the county had proposed in the submitted workplan. Briefly describe the local decision making processes or logic that lead to these population choices.

GOAL 3: INVOLVE FAMILIES. Ensure the meaningful participation of youth, parents and family members within all aspects of service planning, evaluation and policy development.

1. Briefly describe how the County's CSOC has ensured meaningful youth, parent and family involvement in the County's CSOC initiative during the past fiscal year. (Include both programmatic and budgetary examples as appropriate)

GOAL 4: OUTCOMES. Ensure that interagency enrolled client data is collected and analyzed in a timely fashion.

1. Report on the county specific CSOC system and client outcomes as identified in the County's annual Scope Of Work Plan for FY 03/04. Report on the actual number of enrollees served in FY 03/04.
2. Report the number of interagency SED children (unduplicated) who were served by the County's interagency case management council(s), as identified on the CSOC client roster. Required demographic information on CSOC service populations includes:
 - Age
 - Gender
 - Ethnic group
 - Primary Referral Agency (e.g. CWS, Special Ed, Juvenile Probation)
3. Describe the actions/activities the County's CSOC has undertaken to affect the "cultural competency" of the CSOC system (e.g., improved client outcomes, greater access, parental involvement, etc.).
4. Describe any activities taken in the last year to ensure appropriate access for ethnic minorities and gender to CSOC services proportionate to the county's school age population.

Policy/training recommendations

- A. List key recommendations of low cost policy changes that the State could make to make CSOC more effective and easier for the county to implement. Include any recommended supports the State should develop to assist counties' CSOC programs. Include any state level structural or operational barriers encountered by counties that could be changed at minimal cost by the state.